

** DRAFT **

WHAT: New Councilmembers Training Program

PREPARED BY: Richard Alarcon

DATE: February 1, 2013

STATUS: Draft Agenda

GOALS: Familiarize new Councilmembers with Council procedures, City Hall, major departments, rules, what to expect, provide opportunities to ask questions about their new positions

OTHER: Each CM will be given a binder that will include FAQs, rules, a map, the agenda, critical people to know, and other important information TBD.

DAY ONE					
Time	Location	Duration	Program/Activity	Recommended Speaker(s)	Notes
7:45 AM	Behind Council Executive Session Room	15 minutes	Councilmembers arrive	n/a	Continental breakfast will be provided (coffee, juice roles, etc.) <i>*Need to determine breakfast sponsor.</i>
8:00 AM		15 minutes	START OF DAY: Convene & Welcome Councilmembers	Council President Herb Wesson	
8:15 AM		15 minutes	About the Center for the Study of Los Angeles	Dr. Fernando Guerra	Overview on the Center, research, resources, etc.
8:30 AM	City Council Chambers	15 minutes	Overview of the day	CM Alarcon & Dr. Guerra	Pass out agendas, folders w/ FAQs, etc.
8:45 AM		15 minutes	About the CLA	Gerry Miller	
9:00 AM		30 minutes	Council Rules & Council Meetings	Avak Keotahian + Dion O'Connell & June Lagmay	Avak will lead, introduce Dion, June and other key folks from Council meetings; time included for Q&A
9:30 AM		15 minutes	Council Office Budget	Sharon Tso, CLA	
9:45 AM		30 minutes	About the CAO	Miguel Santana	
10:15 AM		15 minutes	Questions & Answers	Gerry Miller, Avak Keotahian, Dion O'Connell, Sharon Tso & Miguel Santana	<i>Allowing time for overrun on the discussions or follow-up Q&A</i>
10:30 AM	15 MINUTE BREAK				
10:45 AM		1 hour	Ethics Rules - 1 hour	Heather Holt	Includes time for Q&A

11:45 AM	City Hall Tour- Press Room, Chambers, South Lawn, Rotunda, Spring Street steps, Bridge, Bradley Tower, etc.	45 minutes	Tour of LA City Hall	Councilmember Tom LaBonge	This will include looking at places that can be reserved by Councilmembers for events, press conferences, etc.
12:30 PM	Mayor Tom Bradley Tower	15 minutes	Lunch - Councilmembers will grab food and settle in to their seats.	n/a	
12:45 PM		15 minutes	Welcome from DWP	Ron Nichols, LADWP	Overview of Department, have them sponsor lunch.
1:00 PM		45 minutes	Lunch panel on Media & City Hall	Recommended panelists, WRITTEN: Rick Orlov (DN), Alice Walton (City Maven blog/KPCC), Patrick Green (Opinion, LAT), Mariel Garza (Opinion, DN); TV/RADIO: John North (KABC), Claudia Peschiutta (KNX); MODERATOR(S): Dr. Fernando Guerra / CM Alarcon	
1:45 PM	15 MINUTE BREAK				
2:00 PM		45 minutes	LA Scholars panel	Recommended panelists, SCHOLARS: Dr. Raphael J. Sonenshein, Steve Erie, Jaime Regalado MODERATOR: Dr. Fernando Guerra	
2:45 PM	15 MINUTE BREAK - MOVE TO NEXT LOCATION				
3:00 PM	Mayor's Press Room	30 minutes	New Economic Development Program / Mayors Office	Larry Frank, Mercedes Marquez, Mayor Villaraigosa	
3:30 PM		30 minutes	Wrap-up, go over any handouts & time for additional Q&A	Dr. Guerra & CM Alarcon	<i>This session can be ended early, if there aren't questions or everything has been covered - this can also be used as a buffer if things run behind.</i>
4:00 PM	END OF PROGRAM AT CITY HALL -- MOVE TO LA LIVE; CHECK IN TO THE JW MARRIOTT (2 hours, 30 minutes) COUNCILMEMBERS				
6:30 PM	LA Live Restaurant w/ Back Room	1 hour, 30 minutes	During dinner - panel on Staples & Farmers Field	Recommended panelists: Maria Elena Durazo, Gary Tobben & LA Convention Center representative	Recommended dinner hosts - AEG; NOTE: Partners/Spouses invited to dinner.
8:00 PM	ADJOURN FOR THE DAY - COUNCILMEMBERS ARE FREE TO ENJOY THE REST OF THE EVENING				

DAY TWO					
Time	Location	Duration	Program/Activity	Recommended Speaker(s)	Notes
8:00 AM	Lobby of JW Marriot	15 minutes	Leave for LA Harbor Tour	n/a	<i>* Need to charter a small bus or van for the day.</i>
8:15 AM	En Route	45 minutes	Travel to LA Harbor -- Casual conversations & insights	CM Alarcon	This is where Councilmembers can ask specific questions - no press, just Councilmembers and trainers
9:00 AM	LA Harbor	15 minutes	Arrive at the LA Harbor, move to the conference room	n/a	<i>* Ask the Port of LA to provide snacks, coffee & juice</i>
9:15 AM	LA Harbor Conference Room	15 minutes	Welcome to the LA Harbor / Port of LA	Councilmember Joe Buscaino	
9:30 AM		30 minutes	About the Port of LA	Geraldine Knatz, Ph.D., Executive Director of the Port of LA	
10:00 AM		30 minutes	Green Trucks Initiative	Mayor's office rep, Teamsters & LAANE	
10:30 AM	Boat Tour	1 hour, 30 minutes	Tour of LA Harbor	Port of LA staff; CM Buscaino	
12:00 PM	En Route	45 minutes	Leave for LA Airport	n/a	
12:45 PM	Arrive at LAX	15 minutes	Move from vans to conference room.		
1:00 PM	LAWA Conference Room	30 minutes	Lunch & Speakers on LAWA	Gina Marie Lindsey Chief Executive Officer, LAWA	<i>*Ask for LAWA to provide lunch</i>
2:00 PM		30 minutes	Jobs, Growth and Development at LAX	TBD	<i>Discuss expansion, labor relations issues, LA Airport Police, Anti-Terrorism, etc.</i>
2:30 PM		30 minutes	Wrap-up	Dr. Guerra & CM Alarcon	
3:00 PM	En Route	45 minutes	Return to City Hall	n/a	
3:45 PM	ADJOURN - END OF PROGRAM				